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General Administration (AR) Department

The 19th October, 2010

To

All Departments of Government

Sub: Guidelines under Orissa Secretariat Instructions for Preservation and Maintenance/Transfer of Registers and Records in the Office of the Ministers etc.

The undersigned is directed to say that in the Chapter-VII (Arrangement and Custody of Records) of Orissa Secretariat Instructions, 1948 the new heading “**Maintenance/Transfer of Records in the Personal Offices, including Residence Offices of Ministers etc.**” is hereby included as follows.

It shall come into force with effect from the date of the publication in *The Orissa Gazette*.

Maintenance/Transfer of Records in the Personal Offices, including Residence Offices of Ministers etc.:

VII-48.(a) Procedure for Maintenance of Records in the Personal Offices of Ministers etc.:

The following records are to be maintained by the personal offices of the Ministers etc.:

- (i) Diary Register
- (ii) UOI Register
- (iii) UOR Register

- (iv) Issue Register
- (v) Peon Book
- (vi) RTI Register/ Records
- (vii) Stock Register (regarding furnitures etc.)
- (viii) Register on Assembly Questions
- (ix) Register/ Records performing tour (both inside & outside the State)
- (x) File Register

When the Minister is in charge of more than one Department, the personal office of the Minister will maintain separate set of above registers for each Department.

(b) The above records/registers shall be maintained in addition to other files of secret nature connected with the Cabinet meetings, assembly debates, personal speeches made by them, etc. as per the departmental instructions released by Parliamentary Affairs Department in consultation with Home Department.

(c) Procedure for Transfer of Records/Papers when Ministers demit Office:

So far as transfer of records pertaining to Cabinet meetings, other classified documents and papers, and all registers/records, etc. maintained in the office of the Minister, the PS to concerned Minister will transfer such papers, documents, records/registers, etc. to the Secretary of Parliamentary Affairs Department.

The registers maintained for entering the particulars of secret papers will also similarly be transferred to the Secretary or Private Secretary to Secretary of P.A. Department.

The Secretary shall, in turn, pass on all these papers to the Additional Secretary/ Joint Secretary in charge of Records for safe custody for future reference.

These papers will be handed over to the succeeding Minister as soon as he/she takes over the office.

Similarly, the folders containing office copies of orders issued by the Minister, serially numbered, will be handed over by PS to the concerned Minister to the Private Secretary to Secretary of Parliamentary Affairs Department with the list of such papers.

These papers will remain in safe custody till the next PS of the succeeding Minister takes over charge to whom they may then be handed over.

(d) Consignment of Records:

The PS to Concerned Minister shall consign all files, registers/ records of the office of the Minister to the Record Room of Parliamentary Affairs Department for preservation of Government Records as per instructions laid down in Chapter - VII of Orissa Secretariat Instructions.

(e) It shall be the specific responsibility of the Private Secretary of the Minister concerned etc. to ensure that the instructions are strictly observed.

By order of Governor

VIJAY ARORA
Special Secretary (AR)